




GSA Public Buildings Service

June 6, 2012

MEMORANDUM FOR TOM YOCHIM, ST. LOUIS FIELD OFFICE (6PSEC)  
BUILDING MANAGER

JEFF BURKE, ST. LOUIS FIELD OFFICE (6PSEC)  
FACILITY OPERATIONS SPECIALIST

FROM:

 5USC552(b)(6)  
CHRISTY PEARCE  
CONTRACTING OFFICER  
CONTRACT SERVICES BRANCH  
SERVICE CENTERS DIVISION  
PUBLIC BUILDINGS SERVICE (6PSC)

SUBJECT:

Contract GS-06P-11-GX-D-0021, Operations and Mechanical  
Maintenance Services, Robert A. Young Federal Building, 1222  
Spruce Street, St. Louis, MO

The purpose of this memorandum is to formalize your appointment as the Contracting Officer's Representative (COR) for subject contract.

The responsibilities of the COR are to ensure the Contractor's efforts comply with the above referenced contract and include the following functions:

1. Act as the Government's representative in charge of work at the site.
2. Closely monitor the Contractor's performance and the number of hours (or parts of hours) that the Contractor actually expends in performance of the contract.
3. Coordinate/order performance of additional services as needed.
4. Inspect the Contractor's work and recommend any adjustment in payment for inadequate performance or failure to perform.
5. Certify all monthly payments
6. Advise the Contracting Officer as difficulties or situations arise which may disrupt or hinder performance.
7. Complete the interim and annual ratings, as applicable, of the Contractor's performance via the applicable module in the Contractor Performance Assessment Reporting System

U.S. General Services Administration  
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Kansas City, MO 64131-3088  
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(CPARS). Performance issues should be documented promptly during contract performance instead of waiting until the end of the performance period when critical details may have been forgotten. All performance assessments must clearly and completely describe the Contractor's performance in the narrative statement to justify the rating. At a minimum, the CPARS narrative statements should include:

- a. An explanation of how problems were resolved by the Contractor and the extent to which solutions were effective;
  - b. Any explicit details that are unique to the circumstances of the contract; and
  - c. Objective and subjective statements and examples of the Contractor's impact on improving or hindering government performance.
8. Coordinate/schedule necessary contract meetings with the Contractor and Government.
  9. All Contracting Officer's Representatives (COR) appointed to act on behalf of the Contracting Officer are required to receive training within 6 months of being appointed as COR. This training can be accomplished via an approved 40 hour FAC-COTR classroom course or the online courses.

The appointed COR must obtain 40 hours of contracting related training every two years to maintain FAC-COTR certification and appointment as a COR.

In no event shall appointment as COR empower the recipient to:

1. Issue contract changes, deviate from the terms, conditions and requirements of the contract, or task action on matters involving contract modifications, extensions of time, claims or disputes.
2. Manage the Contractor's effort or performance under this contract.
3. Supervise or otherwise control the Contractor's employees.
4. Perform any other function which would violate the provisions of the contract.

This appointment is effective as of the date of this letter and remains in effect until rescinded in writing. COR authority may not be redelegated. You are required to notify the CO of any changes in your situation that prohibit your performance of these duties.

cc: Urban Services Group

6PSC:CPearce:lp:x3-4271: